How To Guide
Withdraw From a Course and Fulfill Recoupment (1 of 6)

Purpose
This guide provides the steps that a student must take to withdraw from a TA-funded course.

**IMPORTANT:** Students must withdraw from a course at their Educational Institution (EI) before withdrawing from the course in ArmyIgnitED.

Steps to Withdraw From a Course

1. **After completing your Education Institution (EI)'s withdrawal process** log into ArmyIgnitED.
2. Click Education Path.

**Note:** Every Education Institution (EI) has their own process for withdrawing from a course. Withdraw from your course using your EI’s process BEFORE withdrawing from the course in ArmyIgnitED. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.
Steps to Withdraw From a Course

3. Click My Courses
4. Select the withdrawn course you wish to take an action on and click the chevron to view additional details.
5. Click Take Action on Withdrawal.

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide ONLY covers the processes of withdrawing from a course within the ArmyIgniteED system and providing a reason for the withdrawal.
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Steps to Withdraw From a Course
6. Select a reason for withdrawing from the course:

**PERSONAL**
Select PERSONAL if your reason for withdrawing from the course pertains to a personal, non-military situation.

*Note:* You can select a PERSONAL WITHDRAWAL at any point while your Tuition Assistance Request is active. However, if you request a PERSONAL WITHDRAWAL after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

**MILITARY**
Select MILITARY if you are withdrawing from the course due to UNANTICIPATED/UNEXPECTED reasons, such as emergency leave/reassignment, natural or man-made disaster, illness/hospitalization, or an unforeseen military mission.

*Note:* You can select a MILITARY WITHDRAWAL at any point while the Tuition Assistance Request is active. To request a MILITARY WITHDRAWAL, you are required to upload a completed DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons form to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer approves your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer rejects your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

7. Upload files, as necessary.
8. Click Submit.

*Note:* Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide ONLY covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.
Steps to Withdraw From a Course
You have now completed the process of withdrawing from your course within ArmyIgnitED and submitted the reason for your withdrawal.

Note: Once ArmyIgnitED has successfully processed your withdrawal, the term “Withdrawn” will appear in an icon in the top right corner of the course details box to confirm your successful withdrawal from the course.

REMINDER – Personal Withdrawal
You can select a PERSONAL WITHDRAWAL at any point while your Tuition Assistance Request is active. However, if you request a PERSONAL WITHDRAWAL after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

REMINDER – Military Withdrawal
You can select a MILITARY WITHDRAWAL at any point while the Tuition Assistance Request is active. To request a MILITARY WITHDRAWAL, you are required to upload a completed DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer approves your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer rejects your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide ONLY covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.
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Withdraw From a Course and Fulfill Recoupment (5 of 6)

Purpose

If a student has entered recoupment, they will need to choose a repayment plan. The student can follow the steps below to learn how to choose a repayment plan. If no repayment plan is chosen within 30 days, the minimum recoupment amount will be selected automatically.

Steps to Choose a Repayment Plan

1. **After you have received notice via email that you have entered recoupment** log into ArmyIgnitED.
2. Click your name and select Account.

Note: If you do not enter a repayment plan a hold will be placed on your account.
Steps to Choose a Repayment Plan

3. At the bottom of your Student Profile in the Recoupments section, click **Choose Repayment Plan**.
4. Choose the payment plan that is best for you:
   - Pay Minimum Every Month
   - Pay Full Amount Now
   - Pay Other Amount Every Month – this option will require you to enter a custom monthly payment amount which will then be reviewed by ACCESS

5. Click **Submit**.
   **Note:** Clicking **Cancel** will cancel the process of choosing a repayment plan and will return you to your Student Profile.
6. Click **Ok**.

**Note:** Recoupment is handled through the Defense Finance and Accounting Service (DFAS). DFAS can change the payment option you selected based upon the amount you owe and your time remaining in service.

The time in which you must pay your full recoupment depends on the amount that you owe.